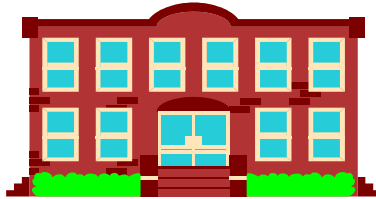


### 3 JCI ADMISSION PROCEDURES, SPECIAL LEGAL COMMITMENTS AND DIRECT COMMITMENTS



#### OVERVIEW OF CHAPTER CONTENTS

##### **PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)**

- Dispositional Order/Judgment Of Conviction
- Master Records/DOC Number
- Admission Packet
- Photographs of Youth
- Special Types of Legal Commitments
- Substance Use Disorder (SUD) Program
- Dispositional Report
- DJC Face Sheet
- Social Services & Community Supervision Files
- Current Status Report for Re-Admissions
- Direct County Commitments to DJC Programs

##### **FORMS DISCUSSED IN THIS CHAPTER**

- Dispositional Order (JD-1745)
- Health Summary (DOC-3314)
- Authorization for Use and Disclosure of Protected Health Information (PHI) (DOC-1163-A)
- Physician Consultation: PRIDE Referrals (DOC-2272)
- Current Status Report (DOC-1935)
- Emergency Medical Authorization for a Minor (DOC-2196)
- Psychiatrist Consultation: PRIDE Referrals (DOC-2273)

Forms can be accessed in MyDOC. They can be printed and placed in the CMM. Whenever a form is being completed, make sure that the most current version in MyDOC is being used. The Dispositional Order is a standardized circuit court form. The Dispositional Order (JD-1745) is a circuit court form that can be reviewed at <http://wicourts.gov/forms1/circuit.htm>.

#### DISPOSITIONAL ORDER OR JUDGMENT OF CONVICTION

##### **OVERVIEW**

##### **Required Court Order**

The JCI must have a signed **original juvenile court Dispositional Order** transferring legal supervision of the youth to DOC at the specific JCI reception center or **Judgment of Conviction** for a youth with an adult sentence. Both documents indicate the offense(s), with

the corresponding statute numbers, for which the youth was found delinquent or convicted. The JCI may not admit a youth without an appropriate court document.

### Exceptions

A youth under a federal commitment from the Federal Bureau of Prisons or placed in secure detention by a county at LHS typically does not have a Wisconsin Dispositional Order or Judgment of Conviction. See sections later in chapter that discuss special types of legal commitment.

## **REVIEW OF DISPOSITIONAL ORDER/JUDGMENT OF CONVICTION**

### **Statutory Requirements for Court Commitment to DOC**

A juvenile court judge makes the following **findings in order to commit** a juvenile aged 10 years or older to DOC in a **secure juvenile correctional facility**:

- Juvenile committed an act punishable by a sentence of 6 months or more if committed by an adult
- Juvenile is a danger to the public and needs restrictive custodial treatment

Courts are mandated by statute to use the standard **Dispositional Order-Delinquent (JD-1745)**. That form includes all data needed such as date of the offense, restitution owed [see Chapter 21] and financial obligations of parents.

### **Review order and correct errors**

- The OOA carefully reviews the information contained in the Dispositional Order/Judgment of Conviction.
- The designated JCI staff person, generally the social worker, interviews the youth to **verify the information included in the court order**. If errors are noted, the OOA notifies the committing court. The court issues an amended order and forwards it to the JCI. The OOA then ensures that Master Records receives the corrected information.

### **Questions regarding provisions in an order**

Do not assume that everything on a court order is correct. **Courts do make errors**. Often clerks of court complete the orders and may not have been in the courtroom for the hearing. If an order appears confusing, incomplete or inaccurate, follow-up is needed.

When a Dispositional Order includes one of the following provisions, it needs revising:



- Grants youth credit for the number of days spent in pre-disposition detention. Wisconsin Supreme court case prohibits this practice.
- Orders payment of more than one Victim/Witness Surcharge in one Dispositional Order.
- Places a youth in the Serious Juvenile Offender Program for an offense not included in one of the SJOP tables appearing later in this chapter or via an order other than the original Dispositional Order.

For orders from **Milwaukee County**, the OOA should contact the Children's Court liaison to discuss questions regarding a Dispositional Order. The liaison will contact Central Office when

needed to resolve a problem. For other counties, the OOA should contact the designated staff person in Central Office.

## **ENTERING COURT ORDER IN JJIS**

### **General**

The OOA enters the information contained in the court order into JJIS. A portion of that information relates to the offense(s) for which the youth was adjudicated or convicted. Other information includes the committing county, judge's name, d.o.b. of the youth, etc. All the information included in the order can be entered into JJIS in the **"court order"** text box on the commitments tab. Note that the victim's name should not be entered. Instead, simply refer to "the victim" when necessary to reflect the court order.

### **JJIS Table of Offenses**

The OOA enters into JJIS the offense(s) included on the court order. The statute number selected should be the one that states the type and class of the offense: **felonies** include classes A, B, C, D, E, F, G, H and I; and **misdemeanors** include classes A, B and C.

The JJIS list does not include "fine only" offenses, statutes that merely define the illegal behavior or some offenses that are highly unlikely to be committed by a juvenile.

**Note that the date the offense was committed may be critical to entering the correct information. An offense committed prior to February 1, 2003, may be in a different class of felony than the same offense committed February 1, 2003, and after.**

The class of the offense relates to the seriousness of the offense, e.g., conviction for a class B felony can result in a sentence of up to 60 years, whereas the maximum sentence for conviction for a class H felony cannot exceed 6 years. The class of the misdemeanor or felony does not generally affect the length of the youth's juvenile commitment (except for SJO youth) as it does for a convicted individual, but does reflect the seriousness of the offense.

### **CMM Table of Offenses**

The CMM table of offenses is a word document that lists offenses in numerical order and provides additional information: category and class; title of statute; description of offense; DJC code number assigned to the offense, and the federally-defined category of the offense. To review and/or print the Table, go to the document named **"Table of Offenses"** in the **CMM page in MyDOC/About DOC/Manuals**.



## Sex offender registration

JJIS automatically sets the sex registration flag for adjudicated/convicted youth found guilty of an offense for which the Wisconsin Statutes requires an individual to register. The OOA super-user must manually override the SOR flag for adjudicated youth whose court orders indicate the judge waived or stayed the registration requirement. [see Chapter 22] Information about a future hearing to determine whether to lift a stayed order for sex offender registration, including a request for DJC participation in the hearing, should be entered in JJIS at this time.

## DNA-required

- JJIS sets the DNA-required flag for a youth adjudicated/convicted for an offense requiring the submission of a DNA specimen, unless DNA is specifically waived or stayed in the court order. [see Chapter 22]
- All youth with a felony conviction or a misdemeanor conviction for 940.225(3m) – Fourth Degree Sexual Assault, 944.20 – Lewd and Lascivious Behavior, or 948.10 – Exposing Genitals or Pubic Area must submit a DNA specimen. IPC must set the DNA flag for a youth with a Judgment of Conviction for a felony that is not a flagged in JJIS as a mandatory DNA offense. [see Chapter 22]
- A juvenile court has the discretion to order DNA from a juvenile adjudicated for certain non-mandatory offenses. The OOA must set the flag when court order includes the requirement that the juvenile submit a DNA specimen. [see Chapter 22]

## Special Legal Commitments

The OOA indicates in JJIS whether a youth is committed under a special legal status such as Serious Juvenile Offender Program (SJOP), federal placement, a secure detention placement or a type 2 county or DJC sanction.

## DISPOSITIONAL REPORT

Section 938.49 (2), Stats., requires the court to “immediately” forward to the receiving JCI the Dispositional Report submitted by the county to the court under s. 938.33, Stats., or a transcript of that report when it was presented orally in court. The report includes extensive information regarding the youth including prior contacts with the law and county agencies.

By practice, the counties may not forward the report to the JCI for up to a week following the youth’s admission. **Obtaining the report promptly is vital for A&E.** [see Chapter 4] The designated JCI staff member contacts the committing court to request the Dispositional Report if it is not received in a timely manner.

Counties may choose to email the dispositional report and other documentation to designated OOA, OJOR and regional office contacts. The contact persons will distribute the scanned documents to appropriate staff, e.g., reception social workers, OJOR lead, and assigned agent.

## MASTER RECORDS & DOC/SID NUMBERS

### DOC NUMBER

On the day of a youth’s admission or on the first working day following a youth’s admission to a JCI, the OOA checks JJIS to determine if the youth has an existing DOC number entered into JJIS. If the youth has an existing number, the OOA enters the new admission data into JJIS. If the youth does not have a DOC number, a temporary number is assigned to the youth.

Historically, a juvenile's DOC-number has been referred to as a J-number. Because an individual assigned a DOC-number as a juvenile will retain the same number if imprisoned as an adult, it is better practice to refer to the number as a DOC-number.

### **SID NUMBER**

At the time of admission designated staff fingerprints all new commitments. The fingerprints are scanned, sent to the Department of Justice (DOJ) and are assigned a State Identification Number (SID). DOJ sends the SID number to the JCI and it is entered into JJIS. The SID number is the identifying number in case planning. A juvenile will retain the same SID number for case planning if convicted as an adult.

### **COMPAS**

When a new admission is entered into JJIS and assigned a SID number, a new "person" record is automatically created in COMPAS.

### **INFORMATION TO MASTER RECORDS**

Whether or not a youth has a DOC number, the OOA forwards the following information to DOC Master Records:

- Name
- Status (no existing DOC #)
- Race
- Committing county
- Date committed from the court
- Expiration date
- Type of Commitment (Special Legal Commitments, Direct Commitments)
- Parent/Guardian—name, address & phone number
- Alias (if known)
- Date of birth
- Sex of youth
- Admission date to the JCI
- Length of commitment/sentence
- Court case number(s)
- Reintegration Social Worker

### **RESPONSIBILITIES OF MASTER RECORDS**

If the youth does not have a DOC number in JJIS, Master Records determines whether the youth has an existing number (not known to DJC) or requires the assignment of a number. Master Records generally e-mails the youth's assigned DOC number to IPC. The same **DOC** number remains with the individual if he or she moves from the juvenile to the adult system.

### **FACE SHEET (DOC-1701)**

#### **INITIAL FACE SHEET**

- The admission **data entered by the OOA in JJIS completes the Face Sheet** (DOC-1701). Designated staff, generally the social worker, may need to contact the youth's parent/guardian to obtain information not available at the time of the youth's admission.

- The OOA distributes copies of the DOC-1701 and the Dispositional Order/Judgment of Conviction to appropriate staff.
- The OOA sends a **copy of the completed DOC-1701 to SORP for a youth who must register** as a sex offender. Upon receipt of the Face Sheet, SORP enters the youth into its computer system. [see Chapter 22]

## **FACE SHEET NOT COMPLETED FOR SOME YOUTH**

Generally, a face sheet is not completed in the following circumstances:

- Type 2 RCC youth being sanctioned
- Youth in secure detention status

## **REVISION OF FACE SHEET**

The OOA completes a **revised Face Sheet under certain circumstances** such as those listed below:

- Transfer to a different JCI
- Change in expiration date
- New adjudication or conviction
- Correction of errors in a prior Face Sheet

## **ADMISSION PACKET**

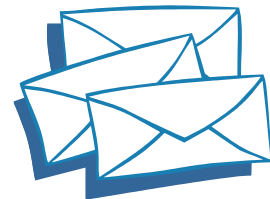
### **CONTENTS**

The OOA forwards to the youth's parent(s)/guardian the **admission packet shortly after the youth's admission** to the JCI. The packet contains information about topics such as the operation of the JCI, programs/services, visiting rules, financial obligations of parents, and policy regarding collection of a youth's financial obligations.

### **PACKET NOT SENT**

In some situations **the OOA does not forward an information packet** to a parent/guardian such as those listed below:

- Parental rights terminated
- No address
- Social worker requests that no packet be sent
- Court order states no contact
- Short-term secure detention youth at LHS



## **SOCIAL SERVICES AND COMMUNITY SUPERVISION FILES**

### **SOCIAL SERVICES FILE**

When a youth is admitted to a JCI for the first time, the OOA creates a social services file according to the instructions contained in chapter 25.

The OOA does not create a social services file for some youth:



- County supervised Type 2 RCC youth being sanctioned at a JCI
- Secure detention youth

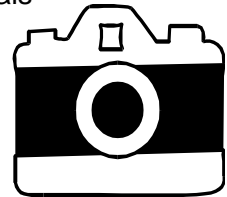
## **COMMUNITY SUPERVISION FILE**

When an agent is assigned to a youth, the **community corrections (field) office** creates and maintains a **standardized file** according to the instructions contained in chapter 25.

### **DIGITAL PHOTOGRAPHS OF YOUTH**

Designated DJC staff digitally photograph **all DJC youth** at the following intervals while under DJC supervision:

- Upon **initial admission to a JCI**
- When DJC staff observe a **significant change in the youth's appearance**
- Immediately **prior to leaving the JCI** due to:
  - ✓ Release/transfer from a JCI to DJC **community supervision**
  - ✓ Release to county aftercare supervision
  - ✓ Immediately **prior to administrative discharge** from DJC supervision **or expiration of court commitment** for a youth in a JCI or on community supervision
- **One year** from the most recent photograph



Staff follow the procedures outlined in **Administrative Directive 05-01** [MyDOC]. After the photograph has been taken, a designated staff member records the date of the photograph session in the **"Photo Roster" within JJIS**. Instructions for entries into the roster can be found in MyDOC.

### **CURRENT STATUS REPORT (CSR)**

## **RE-ADMISSION FOR A NEW OFFENSE**

When a youth is re-admitted to a JCI based upon an adjudication or conviction for a new offense, he or she participates in all or certain components of the A & E process as determined by designated JCI staff. [see Chapter 4]

A CSR is not completed except when designated staff determine that special circumstances exist making it unnecessary for the youth to participate in the A & E process.

## **RE-ADMISSION: UPON REVOCATION/TERMINATION OF TYPE 2 STATUS**

Generally, when a youth has been on community supervision for less than 6 months and has not been adjudicated/convicted for a new offense, the receiving social worker or other designated staff completes the CSR in JJIS at least 7 days prior to a scheduled JPRC conference. [see Chapters 5, 15 & 17]

## **RE-ADMISSION AFTER 6 MONTHS**

In most cases, if it has been 6 months or longer since the youth has been in the JCI, the youth participates in all or certain components of the A & E process as determined by designated JCI staff. [see Chapter 4]

A CSR is not completed except when designated staff determine that special circumstances exist making it unnecessary for the youth to participate in the A & E process.

## **INSTRUCTIONS FOR COMPLETING CSR IN JJIS**

**1<sup>st</sup> section.** Chronological history of release/transfer, community placement, and return to JCI.

Receiving social worker may summarize the information included in the termination or revocation packet instead of repeating all the information on the CSR. Describe youth's perceptions, thoughts and attitude about returning to JCI as well as social worker's impressions.

**2<sup>nd</sup> section.** Youth's adjustment since return.

- Rule violations and general behavior
- Youth's strengths and weaknesses
- Youth's perception of needs
- Social worker's assessment of youth's needs

**3<sup>rd</sup> section.** Recommendations.

- Retention at JCI or return to community supervision
- Need to file a petition for extension
- Type of program/ treatment appropriate for youth

## **SPECIAL TYPES OF LEGAL COMMITMENTS**

### **OVERVIEW**

Some youth have **special types of legal commitments that may require different procedures** than those normally followed by the OOA and other staff.

- Youth in Serious Juvenile Offender Program
- Youth Placed by Federal Bureau of Prisons
- County Youth in Secure Detention
- Youth Convicted as Adults

### **SERIOUS JUVENILE OFFENDER PROGRAM (SJOP)**

#### **Overview**

Courts may place youth in the Serious Juvenile Offender Program (SJOP), described in s. 938.538, Stats., when the youth has been adjudicated delinquent for certain offenses. Under s. 938.34 (4h), Stats., a court may place a youth **14 years and older in SJOP for the commission of specified offenses, and a youth 10 years and older for a small number of very serious offenses. For the purpose of SJO eligibility, conspiracy to commit a listed offense also makes a youth eligible for the disposition.**

The placement of a youth in SJOP must occur at the time of the **initial Dispositional Order**. The court cannot issue an initial Order that does not place the youth in SJOP and later place the youth in SJOP for the same underlying offense. [see Chapter 1] A stayed order for the SJO disposition, imposed when the stay is lifted by the court, is an original order or "initial order" for this purpose.



**Offenses for which a youth age 14 and older can be placed in SJOP**

<b>Class</b>	<b>Statute</b>	<b>Description of Offense</b>
B	939.32 (1)(a)	Attempt to commit crime for which penalty is life imprisonment
*	940.03	Felony murder: death results in act of committing other certain crimes
D	940.06	Reckless homicide, 2 <sup>nd</sup> degree
C	940.21	Mayhem
B	940.225 (1)	Sexual assault, 1st degree
B	940.305 (1)	Taking hostages
C	940.305 (2)	Taking hostages, releasing unharmed before arrest
C	940.31 (1)	Kidnapping
B	940.31 (2)(a)	Kidnapping with intent to transfer property
C	940.31 (1) or (2)(b)	Same as above; victim released without permanent injury before trial
C	941.327 (2)(b)4.	Tampering with household products resulting in death
C	943.02	Arson
E	943.10 (2)	Burglary, armed or with commission of a battery, or entry into an unoccupied dwelling
C	943.23 (1g)	Operating vehicle without owner's consent, use of dangerous weapon
C	943.32 (2)	Robbery, armed; includes attempted armed robbery
B	948.02 (1)	Sexual assault of child, 1st degree
B	948.025 (1)(a)	Repeated acts of sexual assault of same child
C	948.025 (1)(b)	Repeated acts of sexual assault of same child
C	948.30 (2)	Abduction of another's child, use of or threat of force
* s. 940.03 is a penalty enhancer and is not assigned a class of felony		

**Offenses for which a youth age 10 and older can be placed in SJOP**

<b>Class</b>	<b>Statute</b>	<b>Description of Offense</b>
A	940.01	1st degree intentional homicide; committing
B	940.01	1 <sup>st</sup> degree intentional homicide, attempting
B	940.02 (1) or (1m)	1st degree reckless homicide; committing in a manner showing utter disregard for human life or an unborn child
C	940.02 (2)	1st degree reckless homicide, committing under certain circumstances
B	940.05 (1) or (1g)	2nd degree intentional homicide, committing

**Legal Requirements for Time a SJO Youth is Placed in a JCI**

- **SJO-A:** The court places a youth adjudicated for an offense punishable as a Class A felony (included in the SJO statute), if committed by an adult, in the SJOP until the age of 25 years. The youth must be confined in a JCI for a mandatory minimum of one year (365 days).

- **SJO-B: Offenses:** The court places youth adjudicated for a SJO non-class A offense (offenses classes B, C and E listed in the statute), if committed by an adult, in the **SJOP for 5 years**. The youth may **not be placed in a JCI for more than 3 years** (365 X 3 = 1,095 days).

### Purposes of System to Track SJO Days

The OOA has special responsibilities with respect to SJO youth. Upon the admission of a SJO, the OOA enters the youth into the computerized SJO log or JJIS **to track the number of days** that an SJO-A and SJO-B youth spends **at a JCI**. The OOA enters the required information into the tracking log or JJIS on an ongoing basis while the youth remains at a JCI, and moves in and out of a JCI.

### Days That Count Towards SJO Days

- Youth is in a JCI on type 1 status in JJIS
- Youth is on type 1 status in JJIS, but may be physically absent from the JCI; e.g., TAP-CRT, FURL, MED, OFFG, SPRT, WRK, and TRV.
- Youth is physically in a JCI due to a sanction or administrative detention, but may be in type 2 or aftercare status in JJIS.
- Youth is in the community in detention/jail because DJC asked law enforcement to hold a youth until DJC can pick up the youth to be transported to a JCI. DJC controls the movement of the youth, rather than local law enforcement.

### Days That Do Not Count as SJO Days

- Youth is in a **county jail or detention center** under the **control of local law enforcement** pending a charging decision or following a charge for a new offense. DJC does not control when the youth leaves detention/jail.
- Youth is in an **adult prison** for an adult conviction.
- Youth is in a county jail/Milwaukee Secure Detention Facility on **an adult probation hold**.

### Agent Responsibilities

NOTE: The OOA cannot determine from JJIS whether the days a youth spends in jail or detention are under the control of DJC or local law enforcement. It is the responsibility of the field agent to notify the home institution OOA when a type 2 SJO youth is in jail or detention due to a DJC administrative hold, so that those days can be included in the type 1 limit computation.

### Computation of Days

- **Class A.** Minimum number of days that a Class A SJO youth shall legally be under the control of a JCI equals 365 days.
- **Class B.** The total number of days that a Class B SJO youth can legally be under the control of a JCI equals 1,095 (3 years x 365 days). The OOA documents the number of countable days and adds the subtotals resulting in the grand total of countable days. That number is subtracted from 1,095.

## **Distribution of the SJO Log**

The OOA forwards by the first Wednesday of each month, the SJO log to the following individuals via E-mail:

- Program Assistant for Assistant Administrator
- OJOR Reviewers at JCI's
- Appropriate JCI staff (section managers. social workers.)
- Regional Chiefs
- OJOR Director
- Superintendents
- Field Supervisors
- OOA's at SERO/NWRO

**Responsibilities of Field Supervisor:** distribute and/or post the monthly SJO logs from each JCI for the agents.

## **Notification of Time Limits**

- **SJO-A.** The The OOA provides notice via E-mail **60 days and 30 days prior to the 365-day mandatory minimum** period to staff listed above.
- **SJO-B.** The The OOA supervisor provides notice via E-mail **60 days and 30 days prior to the 1,095-day** maximum time limit to staff listed above.

## **FEDERAL PLACEMENTS**

By contract, the Federal Bureau of Prisons (FBOP) may place **youth adjudicated delinquent by a federal court** in a JCI. The Statement of Work (SOW) sets the standards with which the JCI must comply. Programming requirements for youth under a federal placement are defined by the FBOP. [see Chapter 7]

## **Referral Process**

The FBOP sends a referral packet to the JCI superintendent. The superintendent reviews the packet to decide whether to accept the youth. The superintendent sends a written decision to the FBOP. When the JCI accepts the youth, the FBOP informs the US Marshal's office to transport the youth to the JCI.

## **Admission to Reception**

Upon the youth's arrival at the JCI, the JCI signs the order (Transfer Order or Judgment and Commitment Order) that the U.S. Marshal produces and notifies the FBOP. The JCI follows any additional processing requirements included in the SOW. The youth participates in A&E. [see Chapter 4]

## **SECURE DETENTION**

LHS and CLS offer secure detention services to Wisconsin counties in the northern part of the state. A **county must have a signed contract** with LHS in order to utilize its secure detention program. Youth are governed by the DJC Administrative Rules and the Administrative Rules for the committing county's detention center.

Counties can only utilize LHS/CLS if there is not an opening at a county-operated detention facility that is within 40 miles of their county seat. Therefore, if a county must utilize LHS/CLS, the secure detention program accepts youth based on the same criteria used for placement in county-operated detention centers.

## **PROGRAMS WITH PRE-SCREENING/REFERRAL PROCESS**

### **SUBSTANCE USE DISORDER (SUD) PROGRAM**

At LHS and CLS, the SUD Program targets youth ages ten through seventeen with Alcohol and Other Drug use and Abuse (AODA) issues. The program shortens the length of the initial Assessment and Evaluation phase of programming to three days, on the consideration that the county provides recent AODA assessment and other required information on youth and has followed the process for screening and placement in the program. The duration of the program is no less than 16 weeks.

#### **Legal Criteria**

- Youth meets the statutory criteria for correctional supervision under s. 938.34 (4m) :
  - ✓ Court found youth to be delinquent for commission of an act, which if committed by an adult, would be punishable by a sentence of six months or more;
  - ✓ Court found youth to be a danger to the public and in need of restrictive custodial treatment
- Youth must have a commitment to DJC of not less than six months.

#### **Youth Characteristics**

- Youth between the ages of ten and seventeen the county department would normally consider placing at Juvenile Correctional Institution.
- Youth does not have serious mental health needs.

#### **Process for Screening and Placement of Youth in LHS/CLS SUDProgram**

- County department consults with Office of Juvenile Offender Review (OJOR) at LHS to determine whether the youth is appropriate for the program.

Primary Contact: Tonja Fischer (715) 536-8386 ext. 1165

Secondary Contact: Renee Krueger (715) 536-8386 ext. 1216

- Referrals will be pre-screened by OJOR; if tentative approval is given by OJOR, the county department and DJC have specific responsibilities as described below:

#### **County Department**

- County Department must provide the following information to LHS/CLS prior to the youth being accepted to the program and physically admitted:
  - ✓ An AODA Assessment with a diagnosis of chemical dependency or abuse completed on the youth less than six month prior to screening;
  - ✓ A copy of the Court Report that includes a social history;
  - ✓ Educational, medical, and mental health records. Educational records include transcript, cumulative records, immunization records, and special education documentation and signed consent forms for evaluation and placement

- ✓ A transition plan (may be completed at first JPRC)
- ✓ A Family-Home Assessment (may be completed at the first JPRC)
- Once the required information and documents are received and reviewed by LHS/CLS, youth may be placed in Reception Program. The youth will spend no more than three working days in the Reception Program. During those three days, the youth will receive basic orientation on rules, behavior expectations, clothing, schedules, etc. Youth may also be oriented to the assigned SUD Program to begin AODA work during that time period. Youth will concurrently be placed in school. Prior to physically transferring the youth to a SUD Program, DJC staff will be responsible for the following:
  - ✓ The Unit Manager will prepare a document stating all information and documents were received and that LHS/CLS is accepting the information as the Assessment and Evaluation report (AER). The assigned reintegration social worker will complete a Current Status Report prior to the initial JPRC.
  - ✓ If during the initial screening additional programming beyond the SUD program is being requested, OJOR and/or Unit Manager will refer the case to the Reception Unit Manager who will assign a Reception Social Worker to complete an AER at least 7 days prior to the initial JPRC. The youth's adjustment to the institution will be documented in the AER – Observation and Analysis section.
  - ✓ The Reintegration Social Worker will represent the institution at the initial JPRC.

### NOTES

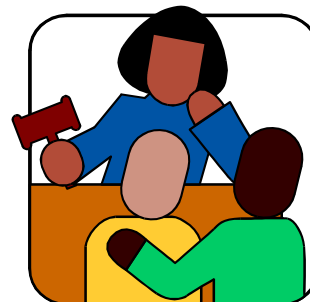
OJOR will schedule the first JPRC within 21 days

OJOR will designate eligibility for release upon successful completion of the SUD Program and additional programming if requested.

## OVERVIEW OF DIRECT COUNTY COMMITMENTS

### INTRODUCTION

County departments of social services/human services may recommend that a juvenile court directly commit a delinquent youth to the Personal Responsibility/Integrity in your Daily Environment (PRIDE) Program, Corrective Sanctions Program (CSP), or Short Term Re-Entry Program for Juvenile Girls (CLS).



### COLLABORATION REQUIRED

- Direct commitments to **CSP, PRIDE, and the Short Term Re-Entry Program for Juvenile Girls require agreement among the county department, OJOR and appropriate DJC program staff** prior to the county formally recommending to the court the direct placement of a youth.
- If the court orders a direct commitment to CSP, PRIDE, or a Short Term Re-Entry Program, the youth participates in all or part of the 21-day **A&E** [see Chapter 4] process at a JCI.

## **CORRECTIVE SANCTIONS PROGRAM (CSP)**

### **REFERRAL PROCESS FOR DIRECT COMMITMENTS**

#### **Legal Criteria**

- Court found youth to be delinquent for the commission of an act which, if committed by an adult, would be punishable by a sentence of 6 months or more
- Court found youth to be a danger to the public and in need of restrictive custodial treatment

#### **Youth Characteristics**

- Youth is a person the county department would normally consider placing in a JCI
- Youth does not require specialized substance use or sex offender treatment, or have serious mental health needs.

#### **Initial County Contact with DJC for Direct Commitment to CSP**

- County department consults with CSP and OJOR contacts listed below to provide basic information regarding the pending offense, offense history and primary treatment needs.
- OJOR and field supervisor consider the court's wishes along with other factors pertinent to the youth's suitability for CSP.
- Based upon that information, the OJOR reviewer and field supervisor may conclude that circumstances of the case preclude the youth from participation in CSP. OJOR reviewer notifies the county, the field supervisor, and the regional chief.

<b>Primary Contacts</b>
• OJOR: (414) 266-7333
• Southeastern Regional Office: Milwaukee 414-266-7302
• Northwestern Regional Office: Schofield/Wausau 715-241-8892 Madison/Fox Valley 608-288-3353
<b>Secondary Contacts</b>
• OJOR Director: (608) 240-5918
• SERO Regional Chief: (414) 266-7350
• NWRO Regional Chief: (608) 288-3352

#### **DJC Responsibilities Upon County Referral of Youth for Direct Commitment**

- OJOR reviewer and field supervisor
  - ✓ If the OJOR reviewer and field supervisor decide that the referral appears appropriate, the county faxes more specific information regarding the youth.
  - ✓ After reviewing faxed county material, OJOR reviewer and field supervisor discuss the case to jointly determine whether to consider the referral by completing the Family Home Assessment.

- ✓ OJOR reviewer informs the county when the FHA will not be completed and the referral is rejected.
- CSP Agent: Home Visit
  - ✓ CSP staff conducts a home visit with the parent/guardian.
  - ✓ Reviews the CSP requirements and the Community Supervision Rules and Conditions (DOC-1741).
  - ✓ Determines the parent/guardian's willingness to cooperate with CSP requirements and staff.
  - ✓ Verifies that the parent/guardian has appropriate telephone service.
- CSP Agent: Determination
  - ✓ Completes the FHA
  - ✓ Determines her or his recommendation regarding the appropriateness of the home for the youth's community placement while in CSP.
  - ✓ Meets with supervisor to discuss her or his recommendation regarding the appropriateness of the direct commitment referral.
  - ✓ Contacts OJOR reviewer to discuss the recommendation of the agent and supervisor.
- OJOR
  - ✓ Approves or denies the referral for direct commitment to CSP based upon information provided by the agent.
  - ✓ Notifies the referring county and DJC field office of the decision to accept or reject the referral.
  - ✓ Upon notification from the county that the court has directly committed the youth, OJOR notifies the OOA supervisor at the receiving JCI.

### County Responsibilities Upon Agreement that Youth is Appropriate for CSP

- Write a **Dispositional Report** [see Chapter 3] recommending that the court commit the youth to DOC with a direct commitment to CSP.
- Contact OJOR when the court issues the order directly committing the youth to CSP.
- Arrange for the youth's placement at a JCI for the A&E process after the court orders a direct commitment.
- Prepare a **packet of information** to send with the youth upon admission to the JCI including, but not limited to:

☐ Dispositional Order

☐ Dispositional Report

☐ School information

☐ Prior placement information

☐ Psychological information

☐ Medical information


### Role of the Court



Court **commits the youth to DOC for at least 10 months** with the understanding of the following:

Youth completes a 21-day A&E process at a JCI. [see Chapter 4]

DJC will administratively transfer the youth to CSP at the end of A&E. [see Chapter 5]

 **Dispositional Order** [see Chapter 3]. The recommended wording for the dispositional order is the following:

(Name of youth) is committed to the Wisconsin Department of Corrections for a period of (number) months until (dd/mm/yy) for placement in the Corrective Sanctions Program (CSP) [Note: Court must commit the youth to DJC for at least 10 months with the understanding that the youth will complete a 21-day A&E process at the JCI.] Upon successful completion of CSP, DOC may place the youth on state or county aftercare. If the youth fails to complete CSP, DOC may place him or her in a secure juvenile correctional facility (JCI) unless otherwise directed by the court.

### **Responsibilities of DJC During A&E**

- While at the JCI, youth completes the 21-day **A&E** process including being involved in an initial JPRC [see Chapters 4 & 5].
- If at anytime during the A & E process, OJOR determines that the youth should not be placed in CSP, OJOR immediately notifies the committing county and the court. The county and court then consider alternative placements for the youth. [see Chapters 4 & 5]
- At the initial **JPRC**, members determine the **appropriateness of administratively transferring the youth to CSP**. OJOR either issues a Department Order 1722a transferring the youth to CSP per the court Dispositional Order or notifies the court and county that the youth is not appropriate for transfer to CSP. [see Chapter 5]

### **DJC Responsibilities During Placement in CSP**

- Meet all CSP supervision requirements. [see Chapter 13]
- Respond to a violation according to proper procedures. [see Chapter 15]

### **DJC Responsibilities upon Youth's Completion of CSP or Failure to Complete CSP**

- **Successful completion:** When the youth successfully completes CSP, DJC may release the youth to state or county aftercare. [see chapters 10, 16 & 17]
- **Failure to complete**
  - ✓ Staff immediately notifies the committing county and court that the youth failed to complete CSP.
  - ✓ Court has 2 options:
    - \* Order the youth finish the commitment period at a JCI
    - \* Return the youth to court for a change in placement

## **PERSONAL RESPONSIBILITY/INTEGRITY IN YOUR DAILY ENVIRONMENT (PRIDE) PROGRAM (LHS)**

Lincoln Hills School operates the Personal Responsibility/Integrity in your Daily Environment (PRIDE) Program. [see Chapter 7] DJC male youth at LHS may participate in the PRIDE. Counties may refer a youth for a direct court commitment to PRIDE.



## Legal Criteria

- Court found youth to be delinquent for the commission of an act which, if committed by an adult, would be punishable by a sentence of 6 months or more.
- Court found youth to be a danger to the public and in need of restrictive custodial treatment.

## Youth Characteristics

- Youth is a person the county department would normally consider placing in a JCI.
- Youth does not require specialized substance use or sex offender treatment, or have serious mental health needs or serious medical condition.
- Youth who are prescribed psychotropic medication other than those listed on DOC-2273 are not eligible for PRIDE.

## County Referral of Youth to DJC for Direct Commitment to PRIDE

- County department consults with OJOR reviewer to determine whether the youth is appropriate for PRIDE.

✓ Primary Contact: Kathie Ponzer,  
LHS, (715) 536-8386 ext. 1192

- If the county department and OJOR reach agreement, the county department, court and DJC have specific responsibilities as described below.

## COUNTY DEPARTMENT AND COURT RESPONSIBILITIES

### County Department

- Write a **Dispositional Report** recommending that the court commit the youth to DOC with a direct commitment to PRIDE. The report should **include** a clear and complete **transition plan** (See Chapter 2 Time Line and Staff Responsibilities and Chapter 10 Re-Entry Planning) for the youth's return to the county after completion of PRIDE
- After the court issues the Dispositional Order (see below) placing the youth in PRIDE, arrange for the youth's placement at LHS.
- Prepare a **packet of information** to send with the youth upon admission to LHS including, but not limited to:

■ Dispositional Order	■ Dispositional Report
■ School information	■ Prior placement information
■ Psychological Information	■ Medical Information

### Court Order

A court order placing a youth in PRIDE should be worded similarly to this example:

"[Name of youth] is committed to the Wisconsin Department of Corrections for a period of [at least six months] for placement of up to 120 days in the Personal Responsibility/Integrity in your

Daily Environment (PRIDE) Program at Lincoln Hills School. Upon completion of PRIDE, [Youth] is placed under the supervision of [Wisconsin Department of Corrections OR \_\_\_\_\_ County, **whichever provides aftercare in that county**]. If [Youth] fails to complete PRIDE, he will be placed in a type one secured juvenile correctional facility unless this court determines otherwise."

## **DJC RESPONSIBILITIES**

DJC provides the program components of PRIDE to the youth at LHS [see Chapter 7] assist in Transition Planning and follows specific procedures upon the youth's completion of PRIDE. [See Chapters 2 Time Line and Staff Responsibilities, 10 Re-Entry Planning, and 13 Community Supervision of YCSP, SJOP Youth and Sex Offenders]

## **SHORT TERM RE-ENTRY PROGRAM FOR JUVENILE GIRLS (CLS)**

The Short Term Re-entry Program for Juvenile Girls is a targeted program for girls who are identified by the court as benefiting from a maximum of 120 days placement under the supervision of Copper Lake School. A girl, her county, aftercare providers, and the family would commit to this program through contracts. A referral process is in place with the Office of Juvenile Offender Review providing the initial screening process for direct commitments.

### **Youth Characteristics**

- Youth is an adolescent female the county department may normally consider placing in CLS.
- Youth does not have serious mental health needs.

### **Recommendation and court report**

A county considering direct placement in the Short Term Re-entry Program for Juvenile Girls should contact Tonja Fischer of the Office of Juvenile Offender Review at (715) 536-8386 ext. 1165. If it appears the girl is appropriate for the program, the county would prepare a dispositional report recommending placement with the Department of Corrections for a direct commitment to the Short Term Re-entry Program for Juvenile Girls. The report should include a clear and complete transitional proposal for re-entry.

### **Court Order Example**

"(Name of youth) is committed to supervision by the Wisconsin Department of Corrections for placement in the Short Term Re-entry Program for Juvenile Girls with a maximum limited time of 120 days at Copper Lake School. Upon successful completion of said program, (name of youth) will be placed under community supervision by (Wisconsin Department of Corrections or \_\_\_\_\_ County, **whichever provides aftercare in that county**). If (name of youth) fails to successfully complete the program or meets the threshold of removal, she shall be placed in regular Type 1 programming and returned to court for review and determination by the court of future placement."

### **Informational Packet for Copper Lake School**

The county will prepare a packet of information to send with the youth upon placement under the supervision of Copper Lake School including but not limited to:

- Dispositional order
  - School information
  - Psychological information
  - Dispositional report
  - Prior placement information
  - Medical information
- 